

CONFIDENTIAL

personnel information letter

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VOLUME I

AUGUST

NO. 4

ONE FUND DRIVE - THE NEW LOOK IN FUND RAISING

September 1st marks the Kick-Off of a new era in Agency fund raising; the first annual Consolidated Charities Fund Campaign. Spearheaded by the Services Branch of the Records & Services Division, this new concept of fund raising has received the full approval and support of the DCI and top Agency officials. What will this mean to the employee in terms of his pocketbook and favorite charity? It will mean:

1. ONE request for contributions instead of ELEVEN.
2. The opportunity to specify which charities will receive his gift.
3. Contributions deductible from Income Tax.
4. Pledges payable over three months if you prefer.
5. Time, effort, bookkeeping, and nerves saved by a one-shot campaign.

Direction to the Agency drive will be given by a Consolidated Charities committee appointed from Agency components and solicitations made through "Key-men" located in each office.

This type of campaign is not new in Government. The FBI, Navy Department, and Commerce have used it successfully and plans are underway to make it Government-wide. Given the full support and effort of each employee, this new look in fund raising promises to be the answer harrassed contributors have been looking for.

"PLAIN LETTERS" NEW WEAPON IN WAR ON GOBBLEDYGOOK

Plain Letters is a book written for the General Services Administration by Mona Sheppard, a staff specialist in correspondence management. It is a new weapon in the Government's war against "gobbledygook" and is now being distributed throughout the Agency. Its purpose is to help you improve the readability of Government letters by turning them out in plain workaday English.

Shortness, Simplicity, Strength, and Sincerity, the 4 S Formula, resounds throughout 43 pages of valuable and entertaining reading. Words are expensive. Verbiage is extravagant. Ambiguity is criminal. There is much to be gained by reading all or even part of this publication. A copy will be found in your Division or in your supply room. If you fail to find a copy, call your Training Officer.

* * * * *

NEW OFFICE ESTABLISHED UNDER DD/I

The Basic Intelligence Division was separated from the Office of Research and Reports this month and established as the Office of Basic Intelligence under the Office of the DD/I. Captain [REDACTED] has been designated Assistant Director of this new Office, with [REDACTED] as his deputy.

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PERSONNEL INFORMATION LETTER

Published Monthly by the
Office of Personnel

LETTERS TO THE EDITOR

Dear Editor:

Its a familiar sight these days to find crowds of new EOD's gathered on the porch of Curie Hall each morning.

I wonder what sort of impression of the Agency they get from their first look at the Curie entrance. For most I imagine its pretty hard to conceive that the personnel office of a major agency of the U. S. Government is located here. Judged on appearance, the place looks more like a cross between a garbage dump and a junk shop.

On almost any morning you'll find the porch strewn with coke bottles, cigarette butts, coffee cups, and assorted waste paper. The flies love it since they have their choice of spilled coca-cola and coffee, the goo in bakery cartons that are always stacked there, or the sticky slime oozing out of the misused trash cans.

What can be done to clean up this mess? Just because a building is a "Tempo", does it mean we shouldn't give any thought to keeping it neat? A well kept building would not only give the new recruit a better first impression but would also give a lift to those who spend their 40 hours a week in it.

B. J. T.

(EDITOR'S NOTE: The Director of Personnel agrees wholeheartedly with these criticisms and asks that you determine whether the "shoe fits". Regardless of the answer, do your bit to improve the appearance of Curie Hall.)

PERSONNEL PROCUREMENT BOOSTS
MIDWESTERN RECRUITMENT

PPD will revive recruitment efforts in the Midwestern states this September when new recruiter, [REDACTED] 25X1A9a
mences operations from [REDACTED] 25X1A6a

Mr. [REDACTED] 25X1A6a joined the Agency in 25X1A9a August after several years of weighing a Government career against private enterprise. He has had extensive experience in the merchandising field, having been a buyer and department manager for Sears and Roebuck, Macy's, San Francisco, and Fred Meyer, Incorporated, Portland, Oregon. Travel presents no new problems to him or his family as his previous work has carried him to most corners of this country, and his Army Air Corps service in the South Pacific during World War II could hardly be classified as a sedentary occupation.

Though he denies it, there is a hint of a past stint with the San Francisco Chamber of Commerce when he talks about "home".

Dear Editor:

VIVA L'REORGANIZATION NEUSLETTRE

As I read through the Personnel Information Newsletter with scrutiny I learned that the Office of Personnel leaves no stone unturned in forestalling mutiny; For what employee would dare be absent for even period brief When he might be next called to serve as a division chief, Or who would complain upon return from vacation at seashore or ranch That his entire section has been upper-leveled to branch? More pleasant than memos, more fascinating than Regs I was held enchanted to the very dregs Of rumor (?) and humor so beautifully spelled —

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Book Nook

. . . From "Plain Words Their ABC"

By Sir Ernest Gowers

In the etymological field a bad eminence is reserved in the minds of all right-thinking men, for the individual who first introduced into the English language the word "personnel". It is possible, just possible, that a more degrading, a more ill-favored synonym for two or more members of the human race has at one time or another been coined; but if it has, it has never gained the ubiquitous and tyrannical currency of this alien collective.

Personnel, though in theory they are men and women, have only to be called personnel to lose their full status as human beings. They do not go, they proceed. They do not have, they are (or more often are not) in possession of. They do not ask, they make application for. Their minds, in so far as they may be deemed to have minds, are stocked not with the glories of knowledge but with irrelevant and unmemorable statistics, such as their father's nationality at birth and the date on which they were last inoculated against yellow fever.

Once they either kept things or gave them up; now they must retain or surrender them. Want (it is true) they do not know, nor need; but deficiencies and requirements are just as inconvenient. They cannot eat, they can only consume; they perform ablutions; instead of homes they have places of residence in which, instead of living, they are domiciled. They are not cattle, they are not ciphers, they certainly are not human beings; they are personnel.

WARNING: Because of the information contained in it, this issue of the Personnel Information Letter is classified S-E-C-R-E-T. Please treat it accordingly.

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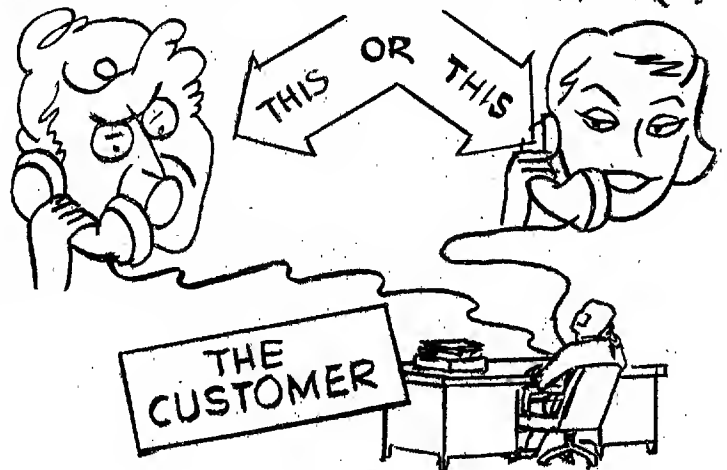
S-E-C-R-E-T

TRANSIT STRIKE REVIVES CAR POOL ARRANGEMENTS

Since 1 July the wires have been burning with news and views of the recent Capital Transit strike. Congress, Commissioners, union and transit officials battled while the public suffered from fatigue.

To alleviate the situation, the war-time practice of car pools has again come into vogue. The Employee Services Branch, Records and Services Division, has been coordinating transportation requests with car pool offers through the use of a map on which numbered pins are used to indicate the residences of employees offering transportation. This service will continue, though the wheels of Capital Transit are now rolling. If you want to organize or join a car pool, call Miss [REDACTED] Employee Services Branch, Room 180 Curie Hall, x2144. 25X1A9a

HOW DO YOU "LOOK" ON THE PHONE?



Until the day comes when phones are equipped with television, the guy on the other end of the line has no other way to judge how you "look" than by how you sound. In the flesh you can look like whistle-bait, but a snippy manner or an unpleasant voice is "you" on the telephone.

How do YOU look on the phone?

PROPOSED FITNESS REPORT PRODUCT OF PERSONNEL - TRAINING EFFORT

During the past two months, an attempt has been made to improve our present Fitness Report. The Office of Training has reviewed hundreds of questionnaires which supervisors were asked to complete some months ago--the Office of Personnel has interviewed administrative and supervisory personnel to determine what changes are in order.

Personnel Officers, Administrative Officers, supervisors, and career board panelists have been consulted, and their comments have resulted in the many revisions that have been made in the proposed draft. As matters now stand, the Career Council has appointed a task force which is studying the proposed Fitness Report. Their recommendation will be submitted to the Career Council for final approval on September 15th.

It is a good bet that a revised Fitness Report will emphasize job performance and de-emphasize describing the employee as is presently done in Part IV.

FIRST EFFICIENCY RATINGS

The first recorded Efficiency Report in the files of the War Department was dated 15 August 1813. It listed the Officers of the 27th Infantry Regiment and opposite each name was a terse opinion, not only of the man's performance but personal characteristics and potential.

SEE "FIRST RECORDED EFFICIENCY
REPORT. . .", PAGE 5, Col. 1

One hundred and forty-two years later we are still wrestling with the problem of finding the most palatable way of performing this disagreeable supervisory task of sending up the line our over-all opinions of employees.

HAVE YOU READ FINE PRINT IN
YOUR INSURANCE CONTRACT?

ICD PROVIDES THE ANSWERS

MASTER CONTRACTS

Master Contracts, covering both the Mutual of Omaha Group Hospitalization Plan and the United Benefit Life Insurance Company Group Plan, are now going out to Administrative Officers in all divisions and components of the Agency. The ready availability of these Contracts to all employees for reference is a big improvement on past procedure - individuals coming to the Insurance and Casualty Division. However, additional details may be required that do not appear in the Master Contract. In such cases, this information may be obtained by calling x3168, 2134, or 4351.

HOSPITALIZATION

Q. Under your two hospitalization plans, Group Hospitalization, Incorporated, and the Mutual of Omaha Hospitalization Plan, what benefits are you limited to in a normal maternity claim?

A. There has been a great deal of misunderstanding and confusion surrounding this type of claim. Benefits are limited to the following:

1. Up to \$9.00 per day for room and board up to 8 days.
2. Up to \$80.00 for the surgeon's delivery fee.
3. Up to \$20.00 for anesthesia.

Q. What about "extras"?

A. More misunderstanding regarding Hospital Extras - and under what circumstances these are payable. Hospital Extras, which include X-ray and laboratory fees, are reimbursable only if the patient is located in a medical hospital or authorized medical clinic (a clinic attached to a medical hospital). Hospital Extras

FIRST RECORDED EFFICIENCY REPORT
IN FILES OF THE WAR DEPARTMENT

Lower Seneca Town
August 15, 1813

"Sir:

I forward a list of the officers of
the 27th Regiment of Infantry
arranged agreeably to rank. An- 25X1A9a
nexed thereto you will find all obser-
vations I deem necessary to make. 25X1A9a

Respectfully, I am, Sir,
Your Obliging Servant
/signed/
Lewis Cass, Brigadier General"

* * * * *

27TH INFANTRY REGIMENT

Alex Denniston - Lt Col, Comdg - a good
natured man.
Shotwell - Capt - a man of whom all units
speak ill. A knave despised by all.
Allen Reynolds - Capt - an officer of capa-
city, but imprudent and a man of most
violent passions.
Robert P. Ross - 1st Lt - willing enough -
has much to learn with small capacity.
Nicholas G. Carner - 2d Lt - a good
officer but drinks hard and disgraces
himself and the service.
Steward Elder - 2d Lt - an ignorant offend-
ing Irishman.
3d Lts Geer, Crawford, McKeon - all
Irish, promoted from the ranks. Low,
vulgar men, without any one qualification
to recommend them, more fit to carry
the hod than the epaulette.
Ensign Behan - the very dregs of the earth.
Unfit for anything under heaven. God
only knows how the poor thing got an
appointment.
Ensigns Brown, Bryan - promoted from the
ranks - men of no manner and no promise.
Ensign West - from the ranks, a good young
man who does well.

* * * * *

From "THE RESERVE OFFICER" (1947)
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VOLUME 24, PP. 8-10

BRANCH CHIEF RETURNS;
FINDS NO BRANCH

25X1A9a

When [REDACTED] Chief of PED's Overt
Evaluation Branch, returned to his office
after a three-week vacation recently, he
was greeted by the sight of rows of empty
desks and locked safes. His secretary,
[REDACTED], who was the only occupant
of the Branch, explained to Mr. [REDACTED] that
all his personnel had been transferred to
the Covert Branch for a crash project, and
he would just have to carry on alone for a
while.

The whole thing was meant as a joke by
the Overt Branch classifiers who had
scurried out just ahead of the incoming
Mr. [REDACTED]. They were a little disappointed
though by his blasé reaction: "It could
happen here." 25X1A9a

THINK

We have not succeeded in answering all
our problems - indeed we sometimes feel
we have not completely answered any of
them. The answers we have found have
only served to raise a whole set of new
questions. In some ways we feel that we
are as confused as ever, but we think we
are confused on a higher level and about
more important things. - From "The
Workshop Way of Learning," by Earl C.
Kelley.

(That's progress? ---)

The Democratic National Committee
charged yesterday that former President
Herbert Hoover had "stacked" Government
reorganization task forces in an effort to
"turn back the clerk" of Government . . .
From the "Washington Post & Times
Herald" Tuesday 16 August 1955.

(Eh? ? ? ? ? - -)

REMINDER: The Consolidated
Charities Fund Campaign
begins 1 September. Make it

pay! Call Mrs. [REDACTED] 25X1A9a
x2144, for details.

DELAYED PERSONNEL ACTIONS

25X1A Many personnel actions are delayed because the operating component has failed to send to the Office of Security the required two copies of the Personnel Action Request. Actions which require security clearance should be prepared at least two weeks in advance of the proposed effective dates in cases of domestic transfers and at least one month in cases of overseas transfers. Handbook [REDACTED] outlines the procedures to be followed in submitting Personnel Action Requests.

FINE PRINT . . .

(Continued from Page 4, Col. 2)

are not paid when a patient visits a doctor's office since such calls do not fall in the category of "being hospitalized". Doctor's office calls are reimbursable only for outpatient emergency treatment. (For example, treatment in a doctor's office for an accident-caused injury.)

Q. Would these Agency hospitalization plans reimburse you for having a tooth pulled, for example, or for other dental bills?

A. No. Dental surgery, not routine dental work, is reimbursable - only, however, when performed in a medical hospital or authorized clinic attached to a medical hospital.

CLAIMS

Members mailing interoffice claims to the Insurance and Casualty Division should be certain that the hospital or doctor's bills note the complete diagnosis so it will not be necessary to return the claim for additional information. Incomplete claims are the surest way to cause long and unnecessary delays in payment.

(Continued next column)

IDENTIFICATION CARDS

Within the next thirty days, identification cards will be made available to those members of the Mutual of Omaha Hospitalization Plan whose identity with CIA can be revealed. Distribution of these cards will be handled through Administrative Officers. Contact your division Admin. Officer for further details. The Insurance and Casualty Division will not release identification cards to individual members.

PREMIUMS

A word of caution. DO NOT send CASH premium payments through interoffice mail. The Insurance and Casualty Division cannot be responsible for losses.

FEGLI

Personnel Officers, Administrative Officers and all supervisors should urge their employees to activate their Federal Employees Group Life Insurance if they have previously waived it. It is the cheapest form of family protection which they can obtain. Revocations of waivers must be effected by 31 August 1955. Call Insurance and Casualty Division, x618, for additional details.

* * * * *

You will receive the Personnel Information Letter each month. It is our intention to provide you* with the latest information on personnel activities and techniques of common concern. You make the news. Tell us what you are doing. Send news items and articles to the Office of the Director of Personnel, 2 D Curie Hall, Attention: Mr. [REDACTED]

(*All SP and selected SA designees in Headquarters)

NEW CORRESPONDENCE HANDBOOK - A GUIDE TO CUTTING COSTS

Correspondence is expensive--normally costing from \$1.50 to \$2.00 per page. But costs really soar when correspondence has to be either retyped or rewritten.

25X1A Constant adherence to Agency correspondence standards can keep these costs within bounds. Your guide is the recently distributed Handbook No. [REDACTED] Correspondence Style and Procedures. In it you will find in step-by-step order, from selecting the correct stationery to assembling the finished product, the standards for producing uniformly correct correspondence.

Efficient correspondence operations depend on a knowledge of and adherence to Agency standards at all levels. Otherwise, confusion over formats, style, and correspondence handling procedures will soon result. Our typists should be given assurance that what they prepare according to HB [REDACTED] will be acceptable to all officials concerned.

THIS SPACE WAS RESERVED
FOR YOUR ARTICLE

VEIGLE TO STUDY INDUSTRY AND U. S. WAGE PRACTICES

25X1A9a

[REDACTED] of PED's Standards Branch will shortly undertake a study of current salary and wage administration practices in large industrial concerns and certain U. S. government agencies excepted from Civil Service regulation it was announced recently by the Director of Personnel.

25X1A9a

Object of Mr. [REDACTED] study is to gather information to enable the Agency to keep abreast of current wage practices and to provide a possible basis for revising its own salary and wage administration systems.

25X1A9a

Mr. [REDACTED] is particularly interested in new pay plans for scientific and research personnel and in new systems for classifying executive and supervisory positions. He plans to draw liberally on the results of a recent work group project in "Classification and Wage Administration" conducted by the Society for Personnel Administration.

CIA CAREER STAFF

25X9A2

More than [REDACTED] individuals are now members of the CIA Career Staff. The CIA Selection Board has received applications from approximately 77 per cent of the employees who are eligible for membership. Many more applications are currently being reviewed by the various Career Service Boards. An application is reviewed by supervisors, by the individual's Career Service, and the Panel of Examiners prior to consideration by the CIA Selection Board.

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The Selection Staff is responsible for processing the application for submission to the Panel of Examiners and the CIA Selection Board. Mr. [REDACTED], Chief of the Selection Staff, estimates that the processing of the backlog of applications will be completed in early 1958.

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"POTS" NEARING END OF TRAINING PROGRAM

The Office of Personnel Trainee Program was first approved last January when the Director of Personnel asked the Deputy Director (Support) to concur in the establishment of an intern-type trainee program for specially selected individuals. In part, his request highlighted these problems: ". . . This Office has for some time been fighting a losing battle in its efforts to maintain a competent and productive staff to accomplish its own mission and at the same time supply qualified Personnel Officers to other Agency components . . . On a current basis, the extent to which we are required to staff our regular positions with (inexperienced personnel) has affected the quality of our service, imposed an increasingly heavy work load on more experienced personnel and made it difficult to provide necessary training to (replacements) . . ."

The "POT", in order to qualify for the program, had to have a degree from an accredited college, a major in the field of personnel administration and a career interest in personnel management. These requirements were, of course, supplemental to the general standards for all Agency employees. Starting with ten young persons, two have now completed the program, one has resigned to accept other employment, and seven are in varying stages of completion of their training. Names of the nine

25X1A9a



The Trainee, under the supervision of the Office of Personnel Training Officer, has completed or is completing the following requirements: 1) the Basic Orientation Course, OTR, 2) the Operations Support Course, OTR, 3) a 2-weeks' orientation tour in the Office of Personnel, 4) outside

TRADITIONAL "R" STILL CONSIDERED ESSENTIAL

Recently the chief executive of an organization employing more than 3,000 persons was lamenting the loss of a subordinate who had taken a job elsewhere at more money.

"He was the most valuable man I had," said the executive. He was the only top-notch in the organization who could write."

The man he was discussing had been for many years a newspaper reporter.

The conversation soon developed the fact that the ex-newspaperman was valuable in a pinch. He could write snappy reports. He could compose a terse, original, and forceful letter. He was able to fit in with just the right comment in the pinches. He was accustomed to getting his ideas down on paper when he was under pressure.

In our daily lives, we must write. We write countless things for countless reasons. Officials in all organizations must know how to write, for much of their day's work is the preparation of ideas in writing.

Yet, although writing is as essential as speaking, it is often neglected. Almost everything is stressed except the necessity for clarity, brevity, originality, and freshness.

See "PLAIN LETTERS . . ."

Page 1, Col. 2

reading as assigned, 5) a research project, 6) a 3 to 6 months' productive work assignment, 7) a 27-weeks' program of familiarization training, 8) attendance at selected professional personnel meetings and conferences, 9) attendance at all Personnel Lecture Series classes, and 10) reports as assigned.

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